

INFORMAL LETTER 2

You should look at the webpage on the next page and study the information carefully to write your email.

Your aunt and uncle from overseas are visiting Singapore for four days. They have seen the webpage on the next page and would like your opinion on the places to visit. They will be staying at a hotel in the heart of the shopping district.

Send an email to your aunt and uncle suggesting:

- two places on the webpage you think they will enjoy
- another two places that are not on the webpage that they will also enjoy
- which place/places you think they will enjoy the most and why

Write your letter in clear, accurate English and in a jovial and enthusiastic tone that will show your aunt and uncle how interested and excited you are in helping them decide on the places they could visit.

You should use your own words as much as possible.

Welcome to Singapore!

NEIGHBOURHOODS

Go on an interesting and exciting tour of our different neighbourhoods. Join a day tour or explore the neighbourhoods on your own. Travel by bus or train to places like Kampong Glam, Little India, Chinatown and Katong where the original architecture of historical buildings have been preserved. From the traditional lifestyles to the wide array of delectable food, there will certainly be something interesting to learn about the various cultures.

SINGAPORE ART MUSEUM

The vibrant art scene is not to be missed for all art lovers and those who are curious about art. Works of both international and local artists are showcased in the museum and there is also an interactive exhibit for the young ones.

CIVIC DISTRICT

Find out more about the history of Asian countries at the Asian Civilisations Museum. Visit well known architectural landmarks like the Kranji War Memorial, the Dalhousie Obelisk and the Lim Bo Seng Memorial. If you want to find out more about Singapore's history, make a trip to the National Museum where several permanent exhibitions reveal the Singapore culture and prominent historical events.

GARDENS BY THE BAY

Take a walk through the unique floral and fauna that spans about 100 hectares of land. Enjoy a breathtaking view of the marina as you take a walk along a suspended walkway between supersized trees. Explore a cloud forest together with the world's tallest indoor waterfall. Visit the flower dome that houses a variety of plants from all over the world.

SINGAPORE ZOO

No one is ever too old for the zoo. The animals have been placed in specially designed areas that closely resemble their natural habitats. Explore the various zones by foot or take a guided tram. The animal shows are also not to be missed. Watch the animals in action with their trainers.

SINGAPORE FLYER

There is no better way to get a 360° view of the country together with parts of Malaysia and Singapore than on the giant observation wheel.

ORCHARD ROAD

This is Singapore's famous shopping belt. Although numerous suburban shopping malls have sprung up in recent years, Orchard Road is still the place to look for both international and local brands.

Dearest Aunt May and Uncle Jim,

How have the both of you been? It is nearing the end of the year, so work must be slowing down by now. I'm really excited about your coming trip to Singapore. I would be glad to give you my opinion of the places you both could visit.

Since you will be staying **in the heart of** the shopping district, your hotel must be located in Orchard Road. Singapore is a shopper's paradise and Orchard Road is one of the most popular places to shop for both locals and tourists. All the popular local and international brands are housed in this area. I'm sure you'll both enjoy browsing through the stores.

Another place you might like to visit would be the different neighbourhoods. Since you'll have four days here, you'll have the time to visit more than one neighbourhood. Each neighbourhood is a particular ethnic **enclave**. Take a stroll through Little India, Kampong Glam, Chinatown or Katong. You will be able to find out interesting facts about the different ethnic groups in Singapore by observing the traditional architectural styles of the buildings and **savouring** the delicious local food. It's easy to move around either by bus or train. The both of you enjoy learning about a country's heritage, don't you?

If you have the time, you might want to go on a boat ride along the Singapore River. It is a relaxing way to see the Singapore **skyline** especially in the evening. Mum said that you came down from New Zealand more than ten years ago. The Singapore skyline has changed a lot since then. This will be the perfect way for you to find out just how much Singapore has developed.

What about some fun activities at night? The Night Safari is certainly worth a visit. It opens at 7.30pm and closes at midnight. You can explore the place by tram or on foot. Animals like markhors, sambars and many more roam about freely and you will be able to get up close to the animals. **Keep your eyes peeled** for interesting animal behaviours that are camouflaged by the darkness. The place is divided into different sections such as the Himalayan Foothills, the Burmese Hillside, Equatorial Africa and many more. This will be an experience not to be missed!

I think you will enjoy the stroll through the shopping district and the Night Safari the most. It will be convenient for you to shop in Orchard Road. I'm sure you'll find some great buys! The Night Safari will also be worth a visit. It's a safe yet exciting ways to get up close to a variety of animals.

Paragraph Topic

Paragraph 1

Introduction: Background information on letter and purpose of letter

Paragraph 2

Visit Orchard Road

Paragraph 3

Visit different neighbourhoods

Paragraph 4

Go on a boat ride along the Singapore River

Paragraph 5

Visit the Night Safari

Paragraph 6

Will enjoy Orchard Road and the Night Safari the most

Do give me the details of your flight so that my parents and I can pick you up at the airport. I can't wait for us to meet up! I miss you so much! See you soon!

Paragraph 7

Conclusion: Events after the email

Lots of love,
Anne

Comments

The writer provides sufficient information about the additional places of interest that are not mentioned in the webpage. When writing such letters, the places selected must be familiar to the writer or the letter will not sound convincing.

Vocabulary

1. **in the heart of:** in the middle of an area
2. **enclave:** a smaller area that is within a larger area which consists of people who are different from those in the larger area
3. **savouring:** to enjoy something such as food
4. **skyline:** the shape of buildings that can be seen against the sky
5. **keep your eyes peeled:** to watch carefully

Word Use

Questions can be used in informal letters. Some examples are:

- How have the both of you been?
- The both of you enjoy learning about a country's heritage, don't you?
- What about some fun activities at night?

A question is one way of starting an informal letter. Here are some examples.

- What have you been up to lately?
- How have you been?

Questions can be placed in the rest of the letter as well.

1. Finding out information
 - Do you enjoy eating spicy food?
 - Are you good at playing basketball?
2. Making arrangements
 - Would you like to meet at the beach?
 - Shall we meet after lunch tomorrow?
3. Confirming a particular information
 - You will be arriving tomorrow, won't you?
4. To introduce a particular idea/point/information
 - What about spending some time outdoors?